



SALMA AKTER RIMU

Thaingskhali, Ukhia, Cox's Bazar, Bangladesh
01976155756 | salmarimu2001santa@gmail.com

Objective

Compassionate and dedicated Medical Assistant with more than three years of clinical experience in primary healthcare and outpatient services. Skilled in patient triage, clinical assessment, vital signs monitoring, and medical documentation. Committed to providing quality healthcare services to vulnerable communities and eager to contribute to humanitarian medical programs with Médecins Sans Frontières (MSF).

Professional Summary

- Experienced Medical Assistant with strong knowledge in OPD services, patient assessment, infection prevention, and clinical support. Proven ability to work under pressure and maintain patient dignity and confidentiality. Skilled in medical documentation, patient counseling, and supporting multidisciplinary healthcare teams in community and NGO healthcare settings.

Education

Course / Degree	School / University	Grade / Score	Year
Secondary School Certificate	Bijoykara School and College	GPA 5.00 out of 5.00	2016
Diploma In Medical Faculty	Medical Assistant Training School (MATS), Cumilla	Pass	2022

Professional Registration

- Bangladesh Medical & Dental Council (BMDC)
Registration Number: D-32748

Experience

- Aman NGO, Cox's Bazar, Bangladesh
2024 - 2026
Medical Assistant
Performed patient triage and emergency case identification in outpatient services.

Conducted clinical assessments and vital signs monitoring (blood pressure, pulse, temperature, respiratory rate).

Assisted doctors with patient examination, diagnosis support, and treatment procedures.

Collected patient medical history including symptoms, vaccination status, and health background.

Maintained consultation forms, patient registers, and epidemiological records.

Provided health education on hygiene, nutrition, and disease prevention.

Assisted with minor procedures, wound care, and dressing according to clinical protocols.

Referred complicated cases to medical doctors or hospitals for further management.

Ensured infection prevention and hygiene standards during all medical activities.

Supported community health outreach and awareness programs.

- **Jamuna Model Hospital, Cumilla**
2023 - 2025
Medical Assistant
- **110-Beddded General Hospital, Cumilla (9 month's)**
2024 - 2025
Medical Assistant
- **Sadar South Upazila Health Complex (3 Month's)**
2022 - 2024
Medical Assistant

Professional Skills

- Patient Triage and Emergency Identification
- OPD Clinical Support
- Vital Signs Monitoring
- Medical Documentation
- Infection Prevention and Control (IPC)
- Wound Dressing and Minor Procedures
- Patient Counseling and Health Education
- Referral and Case Management
- Responded quickly to medical emergencies.

Additional Skills

- - Advanced proficiency in Microsoft Office Suite and healthcare management software.
- - Sound clinical judgment with strong analytical and decision-making abilities.
- - Adaptable problem-solver skilled in troubleshooting under time-sensitive conditions.
- - Collaborative team player with a track record of reliability in high-stress clinical settings.
- - Quick learner with the ability to master new protocols, tools, and technologies efficiently.
- - Exceptional organizational skills for multitasking across patient care, documentation, and inventory.
- - Empathetic communicator with a focus on patient advocacy and interdisciplinary coordination.
- - Cross-cultural communication skills (Bengali and English) for diverse patient populations.

Core Competencies

- **Results and Quality Orientation**[L3]
- **Teamwork and Cooperation** [L3]
- **Behavioural Flexibility**[L4]
- **Commitment to MSF Principles**[L3]
- **Stress Management** [L3]

Languages

- Bangla – Fluent
- English – Working Proficiency
- Local Language (Cox's Bazar Dialect) – Fluent Communication

Personal Information

- **Name:** Salma Akter Rimu
Father's Name: Mohammad Kamal Uddin
Mother's Name: Fatema Akter Rina
Present Add: Gabindapur, Kotbari road, Cumilla
Permanent Add: Thaingkhali, Ukhia, Cox's Bazar
Gender: Female

Date of Birth: 18/06/1999

Marital Status: Married

Blood group: A+

Nationality: Bangladeshi

Reference

- **Dr Salahuddin Mahmud - Principle at Cumilla Govt. MATS**
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Declaration

- I hereby declare that all information provided above is true and accurate.